

April 9, 2019

Dear Kansas Vaccines For Children (VFC) Providers,

The annual VFC enrollment process is now open and needs you to act. While we have moved the process into KSWebIZ, in final testing we found some challenges with the system that would have created extra work and time away from providing care to your patients, so we are altering the process to minimize the work you must do. The staff in the Kansas Immunization Program (KIP) Topeka office will enter most of your enrollment after you send initial information and then you will be asked to verify the information and sign the agreement.

Here are the steps you will need to take:

1. Download the enrollment forms and instructions for pulling population data from the VFC page of the KIP website. http://www.kdheks.gov/immunize/vfc_program.html You will see a yellow box at the top of the page above the map with all the documents you need.
2. Complete the [2019 VFC Annual Enrollment Form](#) which requests the basic contact information of the clinic, the Primary and Back-up Vaccine Coordinators as well as the Medical Director. It also requires entering your provider population and asks if you have insurance to cover loss of vaccine. [Instructions for pulling data from KSWebIZ](#) to complete your provider population is also included in the yellow box. **Save the completed form so that you can email it with your complete enrollment package.**
3. Next, complete the roster of providers at your facility who prescribe the use of VFC vaccines on the [Prescribing Providers Form](#). **Save the completed form so that you can email it with your complete enrollment package.**
4. Assure the Primary and Back-up Vaccine Coordinators have completed the 2019 [You Call the Shots – Vaccines For Children](#) and [You Call the Shots – Vaccine Storage and Handling](#) modules along with securing completion certificates from each module.
5. Email your completed 2019 VFC Annual Enrollment Form, Prescribing Providers Form and both certificates for completion of the You Call the Shots modules for the primary and back-up Vaccine Coordinators to the KIP help desk. Kdhe.immunizationregistry@ks.gov
6. Once the KIP has received your completed enrollment package, staff will:
 - a. Validate the correct training certificates have been provided and upload them into your annual enrollment module in KSWebIZ.
 - b. Validate through appropriate licensing boards that all providers are in current good standing in the state of Kansas then enter them in your annual enrollment module in KSWebIZ.
 - c. Validate the contact information you provided is current in KSWebIZ.
 - d. Upload your population data in your annual enrollment module in KSWebIZ.
7. Once KIP has validated and completed the upload of your enrollment package, an email will be sent to the Primary Vaccine Coordinator with copies to the Back-Up Vaccine Coordinator and Medical Director directing you to verify your information has been uploaded correctly and to then sign your enrollment agreement in KSWebIZ.

All enrollments are to be completed by May 8, 2019. To meet this deadline, all providers are asked to submit the enrollments forms as described above by May 1, 2019 to allow for the verification process and uploading by KIP in time for the you to be notified your agreement is ready for signature prior to the final deadline. Please note that we will

process enrollment packages as they arrive so the earlier you submit, the faster you can expect your final enrollment to be processed and ready for your signature. **Please do not wait until the deadline to start this process or you will be at risk for having your practice suspended from the VFC program until the enrollment is completed.**

If you have any questions, please contact the help desk at 877-296-0464 or reach out to your Regional Immunization Consultant.

Thank you,

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